

REQUEST FOR QUALIFICATIONS (RFQ)

City of Kankakee, Illinois Community Development Agency (CDA)

Issued: May 6, 2011

Request for Qualifications

Community Development Agency LEAD/HOME Programs

Introduction:

The City of Kankakee, Illinois, in Kankakee County, is seeking qualifications from General Contractors to be placed on the revolving list of Lead Certified Contractors that will be used for the Agency's Lead Abatement program. Furthermore, the City's, Community Development Agency, is also seeking General Contractors and Subcontractors to be placed on a Bidder's List so that they may be invited to bid on residential renovations/repair projects to be contracted by CDA as part of its Illinois Housing and Development Agency's HOME programs.

Summary and Background:

The City of Kankakee, Illinois Community Development Agency (CDA) was created in 1978 and is primarily funded by the U.S. Department of Housing and Urban Development (HUD). The primary mission and commitment, of CDA, is to oversee and implement the objectives of the U.S. Department of Housing and Urban Development to promote a safe and affordable housing and sustainable living environment throughout our neighborhoods. The City of Kankakee's Community Development Agency will continue to strive to achieve our mission through the further implementation of our LEAD and HOME programs that will aide in the rehabilitation, repair & purchase of the existing housing stock within the City of Kankakee.

Request for Qualifications:

- **LEAD Programs:**

The City of Kankakee's Community Development Agency (CDA) is seeking qualifications from Lead Based Paint Containment and Abatement Contractors for residential properties within the Municipal Boundaries. The City will select Contractors who will be placed on a rotating list of 8 contractors who will be utilized to complete all LEAD Based Paint Containment and Abatement work for CDA from July 1, 2011 through April 30, 2012.

- HOME Programs:

The City of Kankakee's Community Development Agency (CDA) is seeking qualifications from General Contractors and Subcontractors to be placed on a Bidders List to be considered for CDA administered HOME Programs for the period of July 1, 2011 through April 30, 2012. Placement on the Bidders list does not guarantee future work or contracts.

The majority of the work construction work will be contracted to General Contractors who will hire their own Subcontractors to complete the work required. However, in some cases, CDA may hire individual trade contractors to complete portions of the work under separate contracts. Therefore, CDA is seeking qualifications from both General Contractors and Subcontractors who wish to be considered for future contracts. All selected contractors will be responsible for working closely with CDA staff on all construction work.

General Requirements:

To be considered for both the LEAD and HOME programs, contractors must be properly licensed by all Federal, State, County and local regulations to perform the required work, complete all required documentation for the individual program and complete a contractor's project statement and an affidavit.

For work requiring abatement of Lead Based Paint Hazards, Contractors must have a Lead Based Paint Abatement Certification from the State of Illinois and employ Certified Lead Abatement Workers and/or Certified Lead Abatement Supervisors as required by law. Contractors must attach current copies of State of Illinois Abatement Contractor's Certification and a list of certified employees and/or supervisors.

All General Contractors and Subcontractors must be adequately insured and provide evidence of insurance to CDA. CDA will also require that we be named as an additionally insured party in conjunction with any construction contract awarded. Contractors must attach a current Certificate of Insurance showing all coverage and liability limits for general liability and workers compensation insurance. All contractors will be required to submit a completed lien waiver request for all Subcontractors that are utilized.

CDA will pay contractors for completed work only and will not make deposits or down payments. CDA will pay contractors for completed work on a timely basis, but Contractors will need to be capable of financing construction pending reimbursement. Contractors must provide a physical company address to receive reimbursement checks and associated correspondence (PO. Boxes will not be accepted).

Selection Criteria/Evaluation:

Each submittal reviewed will be considered on the following criteria. All qualifications must be organized in the following format and contain all of the following information (**incomplete and / or unorganized submittals will not be considered**):

I. Required Documents

- a. Kankakee County Contractors License
- b. EPA Certification for Lead Programs
- c. Proof of Insurance
 - i. Contractor's Liability
 - ii. Automobile
 - iii. Worker's Compensation
- d. Bonding Capacity
- e. Completed Lien Waiver Request for all Subcontractors
- f. Contractor Project Statement & Affidavit

II. Qualifications

- a. Resume of personnel
- b. Licensure and Certifications
- c. Lead Abatement & Lead Safe Work practices training (Lead Program only)

III. Project Approach

- a. Description of your approach to lead containment and removal
- b. Quality Control Measures
- c. Dispute Resolution Process
- d. How will you maintain the schedule?

IV. Relevant Experience

- a. How long has your firm been in business?
- b. 3 References

V. Capacity

- a. How many Abatement/Containment projects can you do at one time?
- b. Provide current financial statements, letters of credit, other proof of financial capacity.

Qualified contractors are invited to submit (2) copies of their qualification proposals.

- Proposals must be received no later than 12:00 NOON on Friday June 10, 2011.
- Proposals shall be delivered to the attention of **Mr. Clifford Cross, Executive Director of Kankakee Community Development Agency, 850 N. Hobbie Avenue, Kankakee, Illinois 60901.**
- Proposals received after 12:00 NOON on this date will not be accepted.

Other instructions to proposers:

1. The cost of preparing the proposals shall be exclusively borne by the Contractor.
2. Proposals may not be submitted by FAX or email.
3. Once submitted, proposals become the property of the City of Kankakee.
4. Written questions and requests for clarifications of the conditions of this proposal shall be presented by FAX at 815-933-0523 or email to cmccross@citykankakee-il.gov, not later than June 3, 2011.
5. Non-written questions are not allowed and will not be answered after the date issued printed at the top of this RFQ.
6. Evaluation of written proposals shall be at the discretion of a selection committee of the City of Kankakee composed of the Executive Director, Deputy Director, Construction Manager & 3 appointed Community Resource Committee Members.
7. At the discretion of the City of Kankakee's Selection Committee, some or all of the proposers may be requested to make an oral presentation prior to final selection by the committee.
8. The City of Kankakee reserves the right to:
 - a. reject any and all submittals,
 - b. to re-advertise for qualifications, and

Tentative Schedule

<u>Milestone</u>	<u>Scheduled Dates</u>
Requests for Proposals published	May 6, 2011
Proposals due to City of Kankakee	June 10, 2011
Selection of 2011-2012 Contractors by Committee	June 24, 2011

APPENDIX A

CONTRACTOR APPLICATION FORM

PART 1 – BASIC INFORMATION

COMPANY NAME								
COMPANY ADDRESS								
CITY, STATE, ZIP								
BUSINESS PHONE								
BUSINESS FAX								
BUSINESS WEB SITE								
CONTACT NAME								
CONTACT PHONE								
CONTACT E-MAIL								
FORM OF BUSINESS	<table border="1"> <tr> <td>CORPORATION:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>PARTNERSHIP:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>SOLE PROPRIETOR:</td> <td><input type="checkbox"/></td> </tr> </table>		CORPORATION:	<input type="checkbox"/>	PARTNERSHIP:	<input type="checkbox"/>	SOLE PROPRIETOR:	<input type="checkbox"/>
CORPORATION:	<input type="checkbox"/>							
PARTNERSHIP:	<input type="checkbox"/>							
SOLE PROPRIETOR:	<input type="checkbox"/>							
TAX ID NUMBER OR SSN								
TYPE OF BUSINESS	<table border="1"> <tr> <td>GENERAL CONTRACTOR</td> <td><input type="checkbox"/></td> </tr> </table>	GENERAL CONTRACTOR	<input type="checkbox"/>	<table border="1"> <tr> <td>SUB-CONTRACTOR</td> <td><input type="checkbox"/></td> </tr> </table>	SUB-CONTRACTOR	<input type="checkbox"/>		
GENERAL CONTRACTOR	<input type="checkbox"/>							
SUB-CONTRACTOR	<input type="checkbox"/>							
If Subcontractor, list specific trades you perform.								
# YEARS IN BUSINESS								
Are you a Certified Minority Owned Business Enterprise (MBE) or Woman Owned Business Enterprise (WBE)? If yes, who is the certifying agency?								

PART 2 – EXPERIENCE

List three projects completed within the past year. Include customer contact information for reference. CDA may wish to visit the site and/or contact customer to evaluate the quality of completed work.

Project # 1 Name / Address	
Customer Contact Information	
Project # 1 Name / Address	
Customer Contact Information	
Project # 1 Name / Address	
Customer Contact Information	

Do you have experience working on projects funded in whole or in part by the City of Kankakee, State of Illinois, Illinois Housing & Development Agency (IHDA) or US. Department of Housing and Urban Development (HUD)? YES _____ NO _____

If yes, describe your experience briefly below:

Have you ever defaulted on a contract? YES _____ NO _____

If yes, describe your experience briefly below:

PART 3 – ATTACHMENTS

In addition to all requested documents within the RFQ, please attach copies of the following documents for review:

- Current Contractor's Registration or Licenses
- Current Kankakee County Contractor's Registration
- Current Certificate of Insurance
- Current Lead Based Paint Abatement Contractor's Certification (If Applicable)
- List of employees who are certified Lead Abatement Workers or Lead Abatement Supervisors
- MBE or WBE Certification (If Applicable)
- 3 Completed Bid Specs (Completed at a Later Date)

NOTE: Contractors may attach additional information about their business, which they feel will assist CDA in evaluating their qualifications. This could include project lists, additional client references, letters of recommendation, etc.

PART 4 – CERTIFICATION

I hereby certify that the information contained in this application, including all attachments thereto, is true and accurate to the best of my knowledge.

Signature

Title

Company Name

Date